
Chapter 7 Trustee Final Report & Account & Commission Request

The Final Report & Account is prepared by a Chapter 7 Trustee when an asset case has been liquidated. It includes the Trustee's Commission request, Estate Property Record Report, Cash Receipts and Disbursements, and the proposed distribution of funds for administrative expenses and creditors.

The Chapter 7 Trustee files the original Application for Commission with the court. The Chapter 7 Final Report and Account (including a copy of the commission request) is forwarded to the US Trustee for review. If the final report is approved, the US Trustee files the Final Report with the court along with their Certificate of Review.

Application for Commission Filed by Chapter 7 Trustee

STEP 1 Click the **Bankruptcy** hyperlink on the ECF main menu.

STEP 2 Click the **Motions/Applications** hyperlink.

STEP 3 The **Case Number** screen displays.

' **Enter case number;**

' Click **[NEXT]**

STEP 4 The **Events** screen displays.

' Select **Commission Request**.

' **Tip:** Typing the 1st letter of the name of the motion/application will bring you to that place in the list. For example, typing "c" brings you to all pleadings beginning with the letter "c".

' Click **[NEXT]**

STEP 5 The **Joint Filing Box** displays.

- ' Check this box if the pleading is a joint filing with another attorney.
Click [NEXT] Select attorney (joint filer).

' **Tip:** If the joint filer's name is not listed in the pick list, they will need to file a notice of appearance in the case. Their name will then appear in the pick list.

- ' If the pleading is not a joint filing, click [NEXT].

STEP 6 The **Party Filer** screen displays.

- ' Select Trustee as party filer;
- ' Click [NEXT]

STEP 7 The **Attorney/Party Association** displays.

- ' Do **NOT** make this association; leave box 'unchecked';
- ' Click [NEXT]

STEP 8 Attach the **PDF** document.

- ' Click [**Browse**], then navigate to the directory where the PDF file is located in your computer.

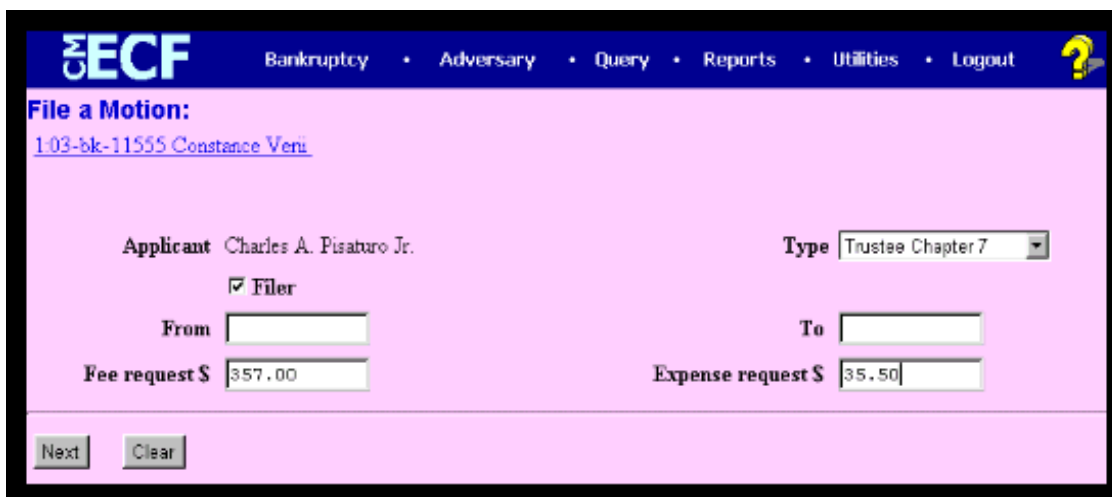
' **Tip:** If you are using Netscape as your browser, **Files of type:** defaults to HTML Files. Click the arrow to the right of the **Files of type** box and choose **All Files(*.*)** - PDF documents will now display.

- ' Once the file is located, verify the accuracy prior to uploading:
 - Right-click the document name.
 - Select **Open** from the drop down list.
 - Verify the contents of the document.
 - Click the **X** in the upper right corner of the document screen
- ' Double click the PDF file to select it.
- ' Click [Next].

STEP 9 The **Certificate of Service** prompt displays; answer 'y' or 'n'.

Note: Answer 'n' will create a two day deadline for filing certificate of service to the US Trustee and Interested Parties.

STEP 10 The **Fee Screen** displays.

The screenshot shows the EECF (Electronic Case Filing) interface. At the top, there is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. A yellow question mark icon is on the right. Below the navigation bar, the page title is "File a Motion:" followed by a link "103-bk-11555 Constance Veni". The main form area has a light pink background. It contains the following fields: "Applicant" with the value "Charles A. Pisaturo Jr.", "Type" with a dropdown menu showing "Trustee Chapter 7", a checked checkbox for "Filer", "From" and "To" date input boxes, "Fee request \$" with the value "357.00", and "Expense request \$" with the value "35.50". At the bottom left, there are "Next" and "Clear" buttons.

Select **Trustee Chapter 7** from the **Type** drop-down list on the right;

Insert the time period in the **From/To** boxes displayed on the screen;

Enter the amount of the **Fee Requested** and the **Expenses Requested**.
Do Not Include Any Previously Allowed Interim Payments or Expenses.

Click [Next].

STEP 11 Docket Text screen: *Sample Docket Text: Application for Commission for [Trustee], Trustee Chapter 7, Period: 11/1/2002 to 5/5/2003, Fee: \$357.00, Expenses: \$35.50, Less any Previously Allowed Interim Payment and Less any Previously Allowed Expenses. Filed by [Trustee].*

- ' Modify text as appropriate;
- ' Click **[Next]**.

STEP 12 Final docket text displays

- ' Click **[Next]**

STEP 13 Notice of Electronic Filing screen displays.

Chapter 7 Final Report **Filed by US Trustee**

STEP 1 Click the **Bankruptcy** hyperlink on the ECF main menu.

STEP 2 Click the **Trustee/US Trustee** hyperlink.

STEP 3 The **Case Number** screen displays.

- ' **Enter case number;**
- ' Click **[NEXT]**

STEP 4 The **Trustee/US Trustee Events** screen displays.

- ' Select **Final Report/Account - Asset;**
- ' ***Tip:*** Typing the 1st letter of the name of the motion/application will bring you to that place in the list. For example, typing “f” brings you to all pleadings beginning with the letter “f”.
- ' Click **[NEXT]**

STEP 5 The **Party Filer** screen displays.

- ' Select Chapter 7 Trustee as party filer;

' Click [NEXT]

STEP 6 The **Attorney/Party Association** displays.

' Do **NOT** make this association; leave box 'unchecked';

' Click [NEXT]

STEP 7 Attach the **PDF** document.

' Click [**Browse**], then navigate to the directory where the PDF file is located in your computer.

' **Tip:** If you are using Netscape as your browser, **Files of type:** defaults to HTML Files. Click the arrow to the right of the **Files of type** box and choose **All Files(*.*)** - PDF documents will now display.

' Once the file is located, verify the accuracy prior to uploading:

- Right-click the document name.
- Select **Open** from the drop down list.
- Verify the contents of the document.
- Click the **X** in the upper right corner of the document screen

' Double click the PDF file to select it.

' Click [Next].

STEP 8 Docket Text Appears: **Sample text: *Trustee's Final Report and Account and Proposed Distribution Order filed by [Trustee]*.**

' If required, edit text now;

' Click [NEXT].

STEP 9 Final docket text appears.

' Click [NEXT].

STEP 10 Notice of **Electronic Filing** screen appears.

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US Trustee Certificate of Review

STEP 1 Click the **Bankruptcy** hyperlink on the ECF main menu.

STEP 2 Click the **Trustee/US Trustee** hyperlink.

STEP 3 The **Case Number** screen displays.

' **Enter case number;**

' Click **[NEXT]**

STEP 4 The **Trustee/US Trustee Events** screen displays.

' Select **US Trustee's Certificate of Review;**

' ***Tip:*** Typing the 1st letter of the name of the motion/application will bring you to that place in the list. For example, typing "u" brings you to all pleadings beginning with the letter "u".

' Click **[NEXT]**

STEP 5 The **Party Filer** screen displays.

' Select US Trustee as party filer;

' Click **[NEXT]**

STEP 6 The **Attorney/Party Association** displays.

' Do **NOT** make this association; leave box 'unchecked';

' Click **[NEXT]**

STEP 7 Attach the **PDF** document.

' Click [**Browse**], then navigate to the directory where the PDF file is located in your computer.

' **Tip:** If you are using Netscape as your browser, **Files of type:** defaults to HTML Files. Click the arrow to the right of the **Files of type** box and choose **All Files(*.*)** - PDF documents will now display.

' Once the file is located, verify the accuracy prior to uploading:

- Right-click the document name.
- Select **O**pen from the drop down list.
- Verify the contents of the document.
- Click the **X** in the upper right corner of the document screen

' Double click the PDF file to select it.

' Click [**Next**].

STEP 8 The **Related Records** screen displays.

' Link the **US Trustee Certificate of Review** to the **Chapter 7 Trustee Final Report** by clicking the box to the left of Final Report entry.

' Click [**Next**];

' Click [**Next**] again.

STEP 9 Final Docket Text Appears; *Sample Text: Certificate of Review authorizing Chapter 7 Trustee to make final distribution after approval of commission and fees filed by US Trustee [related document].*

' Click [**Next**].

STEP 10 **Notice of Electronic Filing** screen appears.

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